



EXECUTIVE COMMITTEE

DRAFT MINUTES

Monday, May 13, 2002

Department of Information Technology Executive Conference Room

2:00 p.m. – 4:00 p.m.

ATTENDANCE

Members:

Cheryl Clark (Department of Information Technology); Ray Davis (Department of Game and Inland Fisheries); Chip German (University of Virginia); Jerry Simonoff (Department of Technology Planning); David Sullivan (City of Virginia Beach)

Staff:

Jenny Hunter (Executive Director)

Presenters, Guests, and Representatives:

Dwain Cox (ACS); Chris Doss (VIPNet Authority); Bruce Gordon (Department of Information Technology); Paul Lubic (Department of Technology Planning); Fred Norman (CVC, LLC); Jim Nystrom (WorldCom); Don Parr (KPMG Consulting); Dave Pendergrass (Mitem Corp.); Dan Ziomek (Department of Technology Planning)

Members Absent:

David Molchany (County of Fairfax); Secretary of Technology George C. Newstrom

MEETING OBJECTIVES

The primary objective of the COTS Executive Committee meeting is to discuss the challenges and opportunities in information technology as presented to the Governor's Commission on Efficiency and Effectiveness, the nature of enterprise solutions and systems, and involving the full Council with the Secretary's charge to the Executive Committee.

WELCOME AND OPENING REMARKS

COTS Executive Director Jenny Hunter called the meeting to order at 2:05 p.m., and thanked everyone for coming. Secretary of Technology George Newstrom would be available to attend the last hour of the meeting upon the request of the Executive Committee.

APPROVAL OF MINUTES

Ms. Hunter introduced the minutes from the April 15 and April 25 meetings. The minutes from April 15 were amended to reflect David Sullivan's attendance. Both sets of minutes were approved unanimously and will be posted to the COTS website at www.cots.state.va.us.

SUMMARY OF MAY 9 COTS MEETING

Cheryl Clark provided a brief summary of the COTS Meeting at George Mason University on May 9, including an update on HB 519 (procurement authority) from Leslie Carter, a presentation on the "state of the state" of technology in the Commonwealth by Secretary Newstrom, and the security awareness and training efforts occurring across the state. Ms. Clark also described the multi-disciplinary approach employed by George Mason University's School of Public Policy.

COTS AND COTS EXECUTIVE COMMITTEE VACANCIES

The Committee discussed the vacancies on the Council and the Executive Committee. Ms. Clark has ex officio status as Department of Information Technology Director, thus leaving an opening on the Council and the Executive Committee. According to the COTS Bylaws, the Executive Committee membership is reviewed each year, with all terms expiring in July 2002. Two other COTS Members have resigned during the year, including Larry Gumprich from the Department of Social Services and Shelly McCabe from the Office of the Secretary of the Commonwealth.

Chip German noted that the Education Taskforce has determined that, based on available financial information, education is under-represented on the Council. There are currently four higher education representatives, including George Mason University, University of Virginia, James Madison University (replacing Virginia Tech), and Virginia Community College System (replacing Virginia Commonwealth University). COTS also has a representative from The Library of Virginia and the Department of Education. Members discussed including representation from Virginia Tech, Christopher Newport University, and Old Dominion University.

Jerry Simonoff asked whether representatives from K-12 school districts should serve on the Council. David Sullivan noted that the larger school districts have moved to the chief information officer model. Fred Norman suggested considering Bill Bozer of Virginia Commonwealth University, a recently retired superintendent with experience in the Secretary of Education Office. Chip German suggested considering a staff member from the Office of the Secretary of Technology.

Action Item: Ms. Hunter will solicit nominations from the full Council for potential Council members and potential Executive Committee members.

STRATEGIC GOALS

Ms. Hunter noted that a number of COTS Workgroup Chairs had asked about the "COTS Strategic Goals" section of the COTS Workgroup Charter. The charter template requires the workgroup's goals and objectives to be in direct alignment with COTS strategic goals. Ms. Hunter shared the language included on the COTS website that describes COTS functions. The Committee agreed that the language on the website should be updated to reflect the recently adopted COTS Bylaws.

Action Item: Ms. Hunter will update the COTS website "About COTS" section to reflect more accurately the language in the COTS Bylaws.

DISCUSSION OF TECHNOLOGY CHALLENGES AND OPPORTUNITIES

Ms. Hunter shared with the Executive Committee the Strategic Planning Matrix for the Secretary's strategic planning process. The Governor's imperatives are to increase economic development, foster the notion of "One Virginia" where the entire Commonwealth benefits from the new economy, and strengthening the role of the chief information officer. Mr. German recommended changing the third imperative from "strengthening CIO role" to "improving technology management."

Mr. Sullivan said that COTS has heard the Governor's vision, heard the interpretation of that vision from the Secretary of Technology, and heard the grassroots. COTS should be achieving to make things happen. Ms. Clark suggested a facilitated session similar to the one conducted by Dr. Bob Holsworth of Virginia Commonwealth University for the Wilder Commission on eVA. Mr. Simonoff said the session could be explored, and suggested using both approaches as there is a great deal to be done. Some action items move forward quickly, and ideas need to be reconciled to determine priorities.

Mr. Sullivan said Virginia Beach has evolved in its strategic planning over the years. Virginia Beach plans one or two major initiatives per year, and alignment is key. The challenge in state government is a four-year administration where the executive management turns over completely. Mr. Sullivan suggested pursuing one or two enterprise priorities and developing a process to ensure alignment. Mr. Simonoff suggested taking goals and aligning them with existing Workgroups.

Ms. Clark suggested placing Security, Workforce development, and Enterprise Systems under core technology. She suggested a blend of top-down and bottom-up approaches to use the Council and engage with it.

Mr. Sullivan recommended looking at the capital budgeting program. In Virginia Beach, it is important to show legislators and the public the scope of the need, and to show the list of recommendations for what projects will not be undertaken—a backlog of investment. Ray Davis asked whether recommendations to the capital budgeting process be made under the existing process or to create the “should be” process. Mr. Simonoff said that anything else is playing around the edges.

Mr. German described the work he is conducting with the Education Sector taskforce to provide recommendations to the Secretary of Technology for the four key areas of recommendations to the Wilder Commission. Mr. Simonoff recommended putting the recommendations together first and bouncing them off of the Council. Mr. Sullivan suggested reconciling what COTS is talking about with what is coming from the Wilder Commission.

NEW BUSINESS/PUBLIC DISCUSSION/CLOSING REMARKS

No new business was introduced.

ADJOURN

Ms. Hunter thanked everyone for coming and adjourned the meeting at 3:30 p.m.

Respectfully Submitted

Jennifer W. Hunter

Executive Director

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